

# **LIBRARY ASSISTANT (TECHNICAL SERVICES)**

FLSA Status – Non-Exempt

EEO Code – F/Office and Clerical

Class Code – E640

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## **GENERAL DESCRIPTION OF THE DUTIES**

This position performs technical duties related to the on-line cataloging, circulation, and maintenance of Library materials and collections, and processes materials for use by the public.

## **SUPERVISION RECEIVED**

This position receives direct supervision from the Library Services Coordinator.

## **SUPERVISION EXERCISED**

Supervision is not a normal responsibility of this position. May provide training and orientation to newly assigned personnel on Library policies, practices and procedures related to the technical services work group.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Performs cataloging data-entry of library collections; attaches library holding to existing Dynix bibliographic records, and creates new Dynix bibliographic records; deletes materials as directed by the supervisor.
2. Requests and routes materials to CCRLS for Marc records and to the bindery for repair.
3. Maintains periodical subscriptions, orders subscriptions online from vendors as directed by the Library Director, and resolves billing problems. Provides reports and statistical information.
4. Maintains acquisition records for adult books; orders directly from vendors as directed by Library Director, and resolves shipping or billing problems.
5. Maintains library collections and the automated online catalog by processing system reports for inventory, reclassification, weeding and deletions as directed by supervisor.
6. Processes library materials for circulation, prepares and labels materials; and attaches security strips, book jackets and laminates as required.
7. Assists with special department projects such as shifting or relocating collections.
8. Creates and maintains forms and labels.

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9. Reserves, shelves and checks in materials as required for cataloging and processing.
10. Mends and repairs materials in all formats.
11. Provides directional assistance to the public.
12. Performs work in accordance with federal, state, City, and Library employment and safety laws, rules, and standards.

## **OTHER JOB FUNCTIONS**

Performs various clerical tasks in support of library operations.

Maintains proficiency by attending workshops and conferences, working on City and professional committees, reading materials, and meeting with others in areas of responsibility.

Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Office practices and procedures;
- Basic math;
- Operation of standard library and office equipment; and
- Principles of customer service.

### **Skills in:**

- Problem solving and decision making; and
- Communicating effectively with others from diverse backgrounds.

### **Ability to:**

- Be alert to irregularities in the automated database and library collections;
- Learn the Library automated system;
- Learn and implement cataloging policies, standards and procedures;
- Exercise independent judgment to plan, organize and carry out duties;
- Establish and maintain effective working relationships with the general public, local officials, and employees;
- Work in a team environment;
- Maintain confidential and sensitive information;
- Learn the Dewey Decimal Classification System.

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## **EDUCATION AND EXPERIENCE**

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify would be the equivalent of high school graduation.

## **DESIRABLE EXPERIENCE, TRAINING AND LICENSES**

Previous library experience or experience dealing directly with the public as a customer, and college level coursework in library science is desired. Fluency in English and Spanish is preferred for some positions.

## **PHYSICAL DEMANDS**

While performing the duties of this position, an employee is frequently required to stand, sit, bend, kneel, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 25 pounds on a regular basis such as files, books, office equipment, etc. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as a computer, and standard library or office equipment. Otherwise qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this position.

## **WORKING CONDITIONS**

Usual library environment. Work schedules include evening hours and weekends.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 10/94

Revised: 12/99

Revised: 05/01